

LCDC PTO Meeting Agenda
July 21, 2016

I. Business – Amanda

- A. 2016-2017 PTO Board Elections
 - a. Please vote! Currently have 49 votes and need 59.
- B. Picture Day Changes
 - 1. Lifetouch has made some changes with how they are going to be handling the pictures. Instead of waiting a few weeks after picture day and getting all the picture packages in for purchase, Lifetouch will now provide proofs on picture day. Parents will have 7 days from the date of the pictures to decide on purchases. Purchases can be made online or you can bring the proof card back to the LCDC with payment by the 7th day.
- C. Teacher Wish List
 - 1. Carly Bosco and Tina Guldin have volunteered to run this event.
 - 2. Each class has up to \$300 to spend on wish list items and the center has \$200.
- D. Ornaments
 - 1. A Chair and volunteers are needed for this fundraiser. If interested please contact anyone on the board. For specific detail, please contact Odilyn Luck
 - 2. PTO has been given the opportunity to sell ornament for the Centennial. This was a very successful fundraiser when the PTO did this fundraiser for the 95th anniversary.
 - 3. The target kickoff will be the Directors Holiday Reception
- E. Ex-officio position/By-laws change
 - 1. Bylaws change was voted in. See attachment for the new bylaws

II. Finance – Carly

- A. As of July 1, account balances total \$2,657. Upcoming planned expenses are for the Teacher Wish List and lunch on the September 1 teacher work day. Upcoming planned income is for Summer Pictures.

III. Directors Report – Ms. Richey

- A. Update on Playground/classroom environment
 - 1. Gearing up for new school year and looking at the materials are needed and improving the setup of the classrooms
 - 2. Fencing project was completed
 - 3. Looking to redo shed roof near the swings
- B. HVAC work order
 - 1. Slated to completed on August 5
 - 2. All power will be shut off July 30th- please take home any perishables
- C. Hiring
 - 1. Ms. Bianca will move to the Rockets class in the interim until plans are established for the 2016-2017 school year. Ms. Amber Hines will be assigned to the Big Dippers classroom to work with the Big Dippers teaching team.
 - 2. Promotion- Ms. Debroah has been promoted to Lead Teacher CDC Activities Coordinator
 - 3. Hired two new teachers- Ms. Amber Hines who has her Associate in Early Childhood Education and Ms. Chantel Wilson who has experience working in childcare.
- D. Parking Lot Improvements
 - 1. Painting of lines completed. Parking signs still need to be updated and completed. This will be completed after HVAC work.
- E. OHCM Changes
 - 1. Due to increase in branch functions of OHCM to include Education as well as Administrative and Analysis sup-port, OHCM has re-organized. The Morale, Welfare, Recreation and Exchange headed by Randy Cone now falls under Workforce Management Office, which is headed by John Costulis.
 - 2. Karen is still the chair of the Exchange Council.
- F. Bug Spraying
 - 1. Continue to carry out tick management plan.
 - 2. Spraying occurred on July 13th and July 14th
 - 3. Will incorporate mulch around the perimeter fence
 - 4. Upcoming plan has been sent out via Tadpoles. Next planned dates are August 1st and 22nd.

5. Bug spraying is only along the outside perimeter of the fence. Children are prohibited from going outside on the playground during spraying and immediately after spraying to prevent exposure.
- G. Field Trip Changes
 1. On August 2nd, change to field trip to YOUth Day. The LCDC will have a booth at the YOUth Day along with Camp Lunar will also participate in the full event.
 2. August 23rd change to the Virginia Air and Space Museum

IV. Parent Comments/Questions

- A. Menu Update
 1. Working closely with Steve Francisco making sure to work through all the requirements to include those that came up at the last audit. Along with portion sizes
 2. Looking for feedback on the new formatting and menu
 3. Goal is to have multiple options
 4. New regulations came out in April from USDA and have to be implemented by October 2017.
 - a. Want to have a general parent meeting to understand the requirements and to allow the parents to understand the WHY things are happening/changing
- B. Early Release Policy
 1. The survey of the parents was to understand the needs of the center with the goal to see which children would be in attendance so that the LCDC can staff appropriately.
 2. Want to give the staff the opportunity to enjoy the benefit of time off too
 3. Concern is that contract staff do get a half day when civil servants do. Having the ability to plan in advance for LCDC closures is helpful like what was done previously around the holidays in December.
- C. Temperature for outside play
 1. All children are given the opportunity to go outside. Prohibited when heat index of 100 degrees or wind chill of less than 35 degrees.

2. Outside play will stop when the temperature reaches the limit. However, indoor gross motor activities will be implemented.
3. LCDC has started altering activities and schedule to accommodate weather.
4. Additional Parent Feedback: Child Watch has updated their temperatures and maybe should be based on their age instead of across the board.

D. Onsite Field Trips

1. Parent's gave permission for their child to participate in field trip/off site activities with prior knowledge. Therefore, the center will ensure that prior knowledge is provided to parents. As we move forward, the center will notify parents using a variety of methods to let them know when their child(ren) will take part in offsite activities.

V. Important Upcoming Dates

8/18: PTO Meeting

9/2: Staff Development Day- LCDC CLOSED

VI. General reminders

- A. LCDC is on the web (<http://pto.larc.nasa.gov/>) and on Facebook
- B. LCDC has a shared calendar -LaRC-CAL-LCDC-Events. (POC- Sherry Johnson)
- C. Parents Concerns options:
 - a. Ms. Richey would love to encourage families who may have concerns to come directly to her so that you can work together to address them
 - b. The PTO Parent Concerns form is still available and can be found at <http://tinyurl.com/o5x7no5>. This is an anonymous way to communicate concerns to the PTO board and are addressed at the PTO meetings.
 - c. We can also be reached at any of our NASA email addresses (Amanda.M.Cutright@NASA.gov, David.M.Reeves@NASA.gov, Christina.M.Guldin@NASA.gov, and Carly.A.Bosco@NASA.gov) or at lcdcpto@gmail.com

- D. Please remember to collect and bring in your Box Tops, Labels for Education and use your Farm Fresh 123-4 and Harris Teeter key tag. The drop-off location is outside the Big Dippers room. Contact Bethany Schiller with any questions.
 - 1. The Harris Teeter school code is 3594.

VII. Closing Remarks – Amanda

- A. The next PTO Meeting will be **Thursday, August 18, 2016**, at **12:00pm**. We will meet in the 2102 room 116.
- B. USA Toll Free #: 1-844-467-6272
- C. Participant Passcode: #: 630134